



N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
FAX (262) 246-5222  
Email: [info@villagesussex.org](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://www.villagesussex.org)

AGENDA  
VILLAGE BOARD  
VILLAGE OF SUSSEX  
7:00 P.M. TUESDAY, AUGUST 23, 2016  
SUSSEX VILLAGE HALL – LOWER LEVEL

1. Roll call.
2. Pledge of Allegiance.
3. Consideration and possible action on minutes of the Village Board meeting held on August 9, 2016.
4. Communications
  - A. Village President Report. Report on meetings attended/up-coming, communications, and recognitions including Successfully Sussex Awards.
5. Committee Reports
  - A. Board of Fire Commissioners Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
  - B. Community Development Authority Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
    1. Recommendation and possible action on Main Street holiday decorations and banner displays.
  - C. Park & Recreation Board Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
    1. Recommendation and possible action on Badger Baseball Academy baseball field rental contract.
  - D. Pauline Haass Library Board Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
    1. Recommendation and possible action on Waukesha County Library Tax Exemption Resolution.
  - E. Plan Commission Report on discussion and action taken at the previous meeting, future agenda items and upcoming scheduled meetings.
  - F. Public Safety and Welfare Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.

6. Staff Reports on upcoming events, projects in process, future agenda items and scheduled meetings.
7. Comments from citizens present.
8. Old Business.
9. New Business.
  - A. Recommendation on Insurance broker services
10. Consideration and possible action on resignations and appointments.
11. Adjournment

Greg Goetz  
Village President

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Jeremy Smith  
Village Administrator

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Jeremy Smith at 246-5200.

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

**Minutes of the Village Board Meeting of August 9, 2016**

President Goetz was not available for the meeting. A motion by Dietrich, seconded by Carran to appoint Pat Tetzlaff the Chairperson Pro-Tem for this meeting. Motion carried.

The meeting was called to order at 7:01 p.m. by Pat Tetzlaff.

Members present: Bob Zarzynski, Pat Tetzlaff, Tim Dietrich, Matt Carran and Lee Uecker.

Trustees excused: Wendy Stallings and Greg Goetz.

Others present: Administrator Jeremy Smith, Attorney John Macy, Assistant Administrator Melissa Weiss, and Interim Fire Chief Tony Emanuele.

A motion by Dietrich, seconded by Carran to approve the minutes of the Public Hearing and Village Board meeting held on July 26, 2016 as presented. Motion carried.

Village President Report: Ms. Tetzlaff reported on the following. The Board of Fire Commissioners meets at 5 pm on Tuesday, August 16, followed by the Public Safety & Welfare Committee at 6 pm, both at the Public Safety Building. The Park & Recreation Board meets at 6:30 pm Tuesday, August 16, at the Community Center. The Pauline Haass Public Library Board meets at 6:30 pm on Wednesday, August 17, in the Quad Graphics Room at the Library. Plan Commission meets at 6:30 pm on Thursday, August 18, in the Board Room at Village Hall.

A motion by Zarzynski, seconded by Carran to approve monthly payments in the amount of \$3,219,485.16. Motion carried.

A motion by Zarzynski, seconded by Carran to approve an Operator's License for Leann Kelsey subject to the standard conditions of operator approval. Motion carried

A motion by Zarzynski, seconded by Tetzlaff to deny the license application for Rosemarie Wagner for failure to complete the application process and appear before the committee. Motion carried.

A motion by Zarzynski, seconded by Carran to approve the Intermunicipal Agreement for Building Inspection Services with the Villages of Slinger and Richfield for the years 2017-2021. The new agreement is for five years, with an automatic renewal after five years. Motion carried.

Trustee Zarzynski recused himself from the following agenda item due to a possible conflict of interest.

A motion by Tetzlaff, seconded Uecker to accept the Second Quarter Investment Report. Motion carried.

Trustee Zarzynski rejoined the meeting.

A motion by Zarzynski, seconded by Uecker to establish the Fire Chief's pay grade at wage scale 11 with a pay range being established at a minimum of \$80,000 and a maximum of \$95,000. Motion carried 4-1. (Carran Opposed).

A motion by Dietrich, seconded by Zarzynski to approve Public Works bills for payment in the amount of \$2,870,201.03. Motion carried.

A motion by Dietrich, seconded by Uecker to approve the contract with JT Rams for roof repairs at the Wastewater Treatment Facility in the amount of \$11,084 with a contingency of \$1,000. Motion carried.

Staff Reports: Mrs. Weiss noted that the traffic signals will be operational this Thursday on Main Street at the Civic Campus entrance. Mr. Smith thanked the Fire Departments of Sussex and Lisbon and the Waukesha County Sheriff's Department for helping with National Night Out. Mr. Smith reminded voters that the polls for the Partisan Primary are open until 8:00 p.m. at the Armory. Sussex IM construction has begun. Attorney Macy noted that the Seventh Circuit Court ruling on the election law did not impact today's election, but may impact the November election.

Comments from citizens present: None

Old Business:

A motion by Carran, seconded by Zarzynski to approve the Sussex IM Certified Survey Map as presented. Sussex IM has purchased two parcels on the north side of County Highway K and east of Executive drive for their new building. The CSM formally combines the two parcels into one 18 acre lot. Motion carried.

A motion by Uecker, seconded by Zarzynski to approve the demolition of the current village hall building as soon as it is feasible and practical; including the early demolition of the elevator lobby. Motion carried.

New Business:

A motion by Zarzynski, seconded by Carran to approve Lannon's offer to purchase the Village's surplus holiday decorations and one light pole. Motion carried.

A motion by Carran, seconded by Uecker to approve the application for an Amusement Device License – August 10, 2016 to June 30, 2017 for SR South, LLC – Cousins Subs. Motion carried.

Consideration and possible action on resignations and appointments:

A motion by Tetzlaff, seconded by Uecker to accept the resignation of David Jasinski from the Board of Fire Commissioners effective immediately. Motion carried.

Chairperson Tetzlaff stated that the Village Board will convene into executive session under Wis. Stats. 19.85(1)(g) when conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved with respect to the Village of Sussex v. Nelson Freight Service, Inc.

A motion by Zarzynski, seconded by Carran to convene into executive session under Wis. Stats. 19.85(1)(g) when conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved with respect to the Village of Sussex v. Nelson Freight Service, Inc.

Chairperson Tetzlaff and all Trustees present voted "aye". Motion carried.

A motion by Zarzynski, seconded by Uecker to adjourn the meeting at 8:08 p.m. Motion carried.

Respectfully submitted,

Melissa Weiss  
Asst. Village Administrator



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## MEMORANDUM

To: Village Board

From: Casey Griffiths, Administrative Services Director

Re: Village Board Meeting- August 23, 2016

Date: August 19, 2016

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4.A. Village President Report. Report on meetings attended, communication, up-coming meetings and special recognitions including Successfully Sussex Awards.

5.B.1. The Community Development Authority recommends the purchase from Northern Lights Display holiday decorations in the amount of \$31,747 and Main Street banners in the amount of \$3,618. Once Main Street construction is completed there are 67 new light poles that will need holiday decorations and banners. The existing banners do not fit on the new poles and the Board recently voted to sell our surplus holiday decorations to the Village of Lannon. The Village's has 14 snowflake decorations, which requires that we purchase an addition 53 decorations for the new poles. The CDA reviewed various options and determined that the Cascade snowflake LED decorations were the fit best with the décor of Main Street. The CDA also recommended the purchase of 18" x 36" digital print banners that will be displayed in the spring, summer and fall. Please see the enclosed documents and memo for more information.

5.C.1. The Park and Recreation Board recommends approval of the Badger Baseball Academy baseball field rental contract for \$240. The Badger Baseball Academy requested approval of a contract for the use of a baseball field in August and September for fall baseball practice. This is the first time the academy has rented a field from the Village. Please see the enclosed rental contract for more information.

5.D.1. Staff recommends approval of Resolution 16-38, Waukesha County Library Tax Exemption. Annually, Waukesha County sets a special levy for library services. Under Wis. Stat. 43.64(2) communities that have libraries may avoid double taxation and exempt themselves if their library levy expends an amount equal or great than the mill rate set by the county. Annually, the Village is required to pass a resolution stating that it is exempt from the County Library levy and that it will levy and amount greater or equal to the County's levy. Please see the enclosed resolution and letter from the Waukesha County Library system for more information.

9.A. Staff recommends approval of a contract with the Horton Group for insurance brokerage services. Since 2013 the Village has been working with Willis Public Sector Practice for employee brokerage services. The Village was notified that Willis will no longer be doing business with clients the size of the Village and that we would be represented by a Digital Insurance for the remainder of 2016. Digital Insurance is not

licensed to do business with all the major health insurance companies in Wisconsin. As such the Village will need to hire a new broker to complete the 2017 health insurance contract. The Village put out a RFP and had four companies respond that met the qualifications. A three employee panel interviewed those four companies and is recommending the Horton Group. The Horton Group has a strong reputation among public sector clients in Wisconsin and will help the Village control benefits costs and provide other resources such as financial forecasting, and legal resources. Please see the enclosed memo from Assistant Village Administrator Melissa Weiss for more information.

**PROPOSED NEW LIGHTS**

**Cascade Snowflake**

LED Price per unit - \$599

Incandescent - \$503

Mounting hardware is included.

Shipping is about \$189 per 12 units.

Size: 5'



**EXISTING LIGHTS**

4 of triangle end - 5.5' x 5'

10 of the straight end - 5' x 4.5'

The existing decorations have all be fitted with LED lights.



**Northern Lights Display LLC: 877-974-3205**

Digital Print Banners

18" x 36"

67 banners x 3 seasons = 201 banners @ \$18 each = \$3,618

Shipping cost for 201 banners : \$180

Total Estimated Cost: \$3798.00

- Constructed on heavy duty 22 oz. block out vinyl
- Printed on both sides with UV stabilized inks
- NO set up fee - NO art fee
- 3 year warranty, of continuous use
- Unlimited color with photographic like detail
- Can utilize photos from Sussex



**Permit Contract**

**Sussex Recreation Department**  
 W240N5765 Maple Ave  
 Sussex, WI 53089  
 Phone: (262) 246-6447  
 FAX: (262) 246-6337  
 Email: recinfo@villagesussex.org

**Permit #1176, Approved**  
 Aug 12, 2016 4:05 PM



Josh Stoffel  
 12356 W. Holt Ave  
 West Allis, WI 53227  
 Email: jstoffel@badgerbaseballacademy.com

Customer Type: General Public  
 Prepared By: Kim Angelroth

Customer ID: 15204  
 Home: (920) 948-5499

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$140.00	\$0	\$0	\$140.00	\$100.00	\$0	\$0	\$0	\$240.00

**RESERVATIONS**

Event		Resource		Center		Notes
Badger Baseball Type: Baseball Diamond Rental Attend/Qty: 30		Armory Park - Ball Diamond #1		Armory Park W237N5930 Maple Ave. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date					
Wednesday	Aug 24, 2016	4:00 PM	3 hours	Aug 24, 2016 at 7:00 PM		
Thursday	Aug 25, 2016	4:00 PM	3 hours	Aug 25, 2016 at 7:00 PM		
Tuesday	Aug 30, 2016	4:00 PM	3 hours	Aug 30, 2016 at 7:00 PM		
Wednesday	Aug 31, 2016	4:00 PM	3 hours	Aug 31, 2016 at 7:00 PM		
Thursday	Sep 1, 2016	4:00 PM	3 hours	Sep 1, 2016 at 7:00 PM		
Tuesday	Sep 6, 2016	4:00 PM	3 hours	Sep 6, 2016 at 7:00 PM		
Wednesday	Sep 7, 2016	4:00 PM	3 hours	Sep 7, 2016 at 7:00 PM		
Thursday	Sep 8, 2016	4:00 PM	3 hours	Sep 8, 2016 at 7:00 PM		
Tuesday	Sep 13, 2016	4:00 PM	3 hours	Sep 13, 2016 at 7:00 PM		
Wednesday	Sep 14, 2016	4:00 PM	3 hours	Sep 14, 2016 at 7:00 PM		
Thursday	Sep 15, 2016	4:00 PM	3 hours	Sep 15, 2016 at 7:00 PM		
Tuesday	Sep 20, 2016	4:00 PM	3 hours	Sep 20, 2016 at 7:00 PM		
Wednesday	Sep 21, 2016	4:00 PM	3 hours	Sep 21, 2016 at 7:00 PM		
Thursday	Sep 22, 2016	4:00 PM	3 hours	Sep 22, 2016 at 7:00 PM		
<b>Summary</b>						<b>Notes</b>
Total Number of Dates: 14						--
Total Time: 42 hours						

**CHARGES**

Description	Event / Resource	Unit Fee	Units	Tax	Charge
		\$10.00	14.00	--	\$140.00

Armory Park - Ball Diamond #1 Rental Fee	Badger Baseball #1176 Armory Park - Ball Diamond #1
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**DEPOSITS**

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Armory Park - Ball Diamond #1 Security Deposit	Badger Baseball #1176 Armory Park - Ball Diamond #1	\$100.00	\$0	\$0	\$0	\$100.00

**DISCLAIMERS**

**CLEAN-UP, TRASH & RECYCLABLE REMOVAL POLICY-IMPORTANT!**

**RESERVATIONS**

All organized groups shall reserve a facility, field or court before utilizing any Village of Sussex facility, field or court. An unorganized group is any group that is less than 10 people or whose participants are almost entirely family. All other groups are considered organized. To guarantee facility availability, unorganized groups must reserve the facility.

**FEES & DEPOSITS**

All fees and deposits must be paid at the time of the reservation. The deposits will be cashed at the time of the reservation and any refundable deposit will be returned after the event. Groups may make cash donations instead of payment as long as the amount of the donation is equal to or greater than the required fee and the item to be purchased does not directly relate to the groups use of park facilities. Non-profit and fund raising events are required to pay fees just like all other groups.

**LIMITS TO RESERVATION TIME**

All parks & facilities close at 11:00 p.m. Programs sponsored by the Village of Sussex take precedence over private reservations. The Village does not guarantee privacy to any group. No reservations are accepted for Memorial Day, July 4, Good Friday, Easter Sunday, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve Day or New Year's Day. Reservations are made for a specific time frame. Set-up and clean-up times must be included in the scheduled time. The Community Center may be used without the requirement of a rental fee (deposit required) on a weekday afternoon if available. However, the rental event must be open to the public and free of charge. To keep park facilities accessible, renters may reserve park facilities for a limit of two times a month unless otherwise allowed through permit.

**LIMITS ON USE OF FACILITIES**

Alcoholic beverages may be served by permit only. Permits are applied for and granted through the Community Center and the Park & Facility Rental Permit process.

Smoking is prohibited inside all enclosed Village-owned public buildings. All smoking refuse must be disposed of safely & properly into the appropriate trash containers, as to not litter.

No person, except a sheriff, police officer or their deputies, or a member of the Military in the line of duty shall enter or remain in any part of a building owned, occupied or controlled by the Village of Sussex while carrying a firearm or any weapon. Violations of these prohibitions may be punishable by law.

There will be no parking on the grass; or vehicles driven on the grass, unless otherwise agreed upon & written into the permit.

Groups of young people under 18 are required to have the permit signed by a sponsoring adult who must be present during the entire duration of the rental. Additional security may be required and would be a cost incurred by the renter.

The Village is not responsible for private equipment or material used in a park facility.

All pets must be leashed and under control of its owner at all times. Clean up after your pet, deposit waste into the appropriate trash receptacles.

Charcoal must be properly disposed of in the labeled containers at Sussex Village Park.

Facility decorations may exist & must not be removed. Individuals who wish to decorate may do so as long as the facility is returned to its original condition. Failure to do so will result in loss of the deposit.

All activities must follow Chapter 19 of the Village Code. All announcements, press releases, flyers, etc. related to groups using a Sussex facility must include the following statement: THIS MEETING (PROGRAM/EVENT) IS NOT SPONSORED OR ENDORSED BY THE VILLAGE OF SUSSEX.

#### ACTIVITIES REQUIRING PARK BOARD APPROVAL

Large events, overnight camping, fires not in approved grills, fundraising, driving/parking automobiles on the grass, and soliciting/selling.

#### YOUTH ORGANIZATIONS UTILIZING/RENTING PARK FACILITIES

Youth organizations within the Hamilton School District may use the Lion's Building at Village Park free of charge for weekly, biweekly, or monthly meetings with Park Board approval. All other park and recreation buildings will require the appropriate fee if rented. To be considered a youth organization, groups must consist of school aged children (examples: Boy Scouts, Girl Scouts, 4-H Club). Also, the group must have an adult supervisor at all meetings. All groups must fill out a Park/Facility Rental Permit Form at the beginning of the calendar year (January 1). Groups must pay a \$100 deposit at the time of the rental request. The deposits may be transferred to the next year upon request.

Groups/individuals may not use the building for personal use without reserving it and paying the appropriate fees. If a group is found using the building without notifying the Park and Recreation Department, they will lose their privileges to use the building. Youth organizations using the Lion's Building for regular meetings are asked to give back to the community by setting aside two days per year to help clean up the parks in the Village of Sussex. This time should be scheduled with the Director of Recreational Services at 262-246-6447.

**KEY & DEPOSIT REFUND POLICY** Providing no damage to turf or vandalism to property occurs, as well as general cleanliness of reserved area is maintained, any refundable portion of the deposit will be returned to the remitter within 2-4 weeks after the event. If the rental requires a facility key there is a \$25 refundable key deposit incorporated into the stated deposit amount. The key must be picked up & returned to the Community Center Monday-Friday, 8:00 a.m.-5:00 p.m. Failure of the responsible party to pick up the key and village staff is contacted to issue a key, a \$50 fee will be assessed and held from the deposit. The key must be returned to the Community Center the next business day after the reservation, during business hours. A minimum of \$50 will be assessed for the failure to empty the trash and recycling receptacles after the event. If the deposit does not cover the costs associated with damage or clean-up to the facility, the responsible party will be invoiced for the remaining fees.

**CANCELLATION POLICY** Cancellations will be issued ONLY if the department is notified in writing 30 days or more prior to the scheduled date. Failure to cancel a reservation at least thirty (30) days in advance will result in forfeiture of the entire deposit. If an event is cancelled prior to thirty (30) days before the event date, the group will forfeit a \$25 administrative fee which will be taken from the deposit. If the event has been cancelled due to adverse weather conditions or rain out, the Recreation Department must be contacted within twenty-four (24) hours to inform staff of the cancellation. If possible arrangements can be made for another date, or a refund may be issued minus an administrative fee. All Village activities (i.e. youth sports, special events) supercede any outside reservation. All reservations are subject to review.

#### RETURNED CHECKS

Checks written and returned as not payable will be charged \$30 for each returned submission. Reservations will be removed from calendar until the issuer makes good on the amount of the non-payable submission and pays the accrued service charges in full.

#### TAX EXEMPT

If your group is tax-exempt, a WI Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the reservation request. Copies of these certificates are available upon request. Tax-exempt status does not reduce rentals fees, but eliminates paying unnecessary taxes on fees at the end of the year.

**FACILITY PROBLEMS**

Prior to the event, if the responsible party has question or problems they must contact the Community Center at 262-246-6447. If there is a facility problem on the day of your event, you **MUST** call the Village's on-call employee **IMMEDIATELY** at 414-587-1965 to notify them & resolve the issue. If you fail to contact the Community Center or the on-call employee, and a facility problem exists after your rental, you may be held responsible and a deduction may be taken from your deposit and/or invoiced for the expenses.

**SET-UP & CLEAN-UP**

The open air shelter electricity is located in the rafters of each shelter. If the use of the electricity is requested on permit application, it is the responsibility of the renter to bring a ladder & extension cords to reach the electrical outlets located in the rafters of each shelter.

Village Park outdoor water spigots are available near the shelter(s).

Village Park indoor restroom facilities are open and located in the concession stand. The Lion's Building restrooms are only opened upon request on permit application. Port-a-potties are located throughout the park for public use.

The responsibility for set-up and clean-up is assumed by the group using the facility. The person responsible must see that the procedures listed for cleaning are carried out. To receive the full deposit the responsible party must:

assume responsibility for the contents and security of the building or facility. Opening and closing the building securely will avoid loss of deposit to the user for damage from vandalism.

Leave the park and facility in the condition it was found. Nothing can be left on the premises overnight. You may not come in early the next morning to clean up. Renters must bag and remove all garbage depositing the trash or recyclables into the appropriate dumpster provided at each location.

Sweep the floor of the facility, wiping tables and surfaces after use, and be sure to clean, mop or vacuum any stains, spills or debris. For Community Center rentals - there are janitorial supplies available for use (sink, paper towels, broom, mop, trash bags, etc.).

**CUSTOM QUESTIONS**

Question	Answer
Do you need the baseball fields prepped?	No
Will you be serving beer, wine or fermented beverages?	No
Will you be selling alcoholic beverages?	No

**WAIVERS**

**Facility Liability Waiver**

Due Date: Aug 24, 2016

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public park area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex and the Recreation Department. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement, I shall indemnify and hold harmless and agree to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the claim asserted or imposed upon the Village, its officers, agents, employees, and independent contractors growing out of the agreement as stated by any party or parties.

This form is your reservation and permit to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Use of playfields, courts, etc. must be identified on this permit.

Waiver Signed

Signature: \_\_\_\_\_

Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.

RESOLUTION No. 16-38

RESOLUTION FOR EXEMPTION FROM 2017 WAUKESHA COUNTY LIBRARY TAX

WHEREAS: The Village of Sussex funds the Pauline Haass Public Library so that it may serve Sussex, Lisbon and the customers of the Waukesha County Federated Library System,

WHEREAS: The Village's proportional share of the costs of the Pauline Haass Public Library is in excess of the County rate in the prior year of \$0.283021 per \$1,000 Equalized Value and

WHEREAS: The Village must annually certify by the enactment of a resolution pledging that it will appropriate and allow the library to expend no less than a rate of \$0.283021 per \$1,000 times the actual State Equalized Value amount for the Village that is published by the State on August 15, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Sussex, Waukesha County, Wisconsin that:

1. The Village Board hereby certifies that the Village will appropriate and allow the Pauline Haas Public Library to expend no less than a rate of \$0.286303 per \$1,000 times the actual State Equalized Value for the Village for 2016 in order to allow for the continued operation of the Library.
2. The Village is eligible for exemption from the County Library levy.
3. The Village Clerk is hereby authorized and directed to sign the "Notice of Exemption from Waukesha County Library Levy- 2016 Tax for 2017 Purposes" and to provide it to the Waukesha County Federated Library System as well as the Waukesha County Clerk for their records.

Adopted this 23<sup>rd</sup> day of August, 2016

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Gregory L. Goetz, Village President

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Casen J. Griffiths, Village Administrative Services Director/ Clerk



741 N. Grand Ave., #210  
Waukesha, WI 53186

P 262.896.8080  
W [bridgeslibrarysystem.org](http://bridgeslibrarysystem.org)

To: Chief Elected Officials/Administrators in Communities with Libraries, Member Library Directors  
From: Connie Meyer, Bridges Library System Director *Connie G Meyer*  
Re: Waukesha County library tax exemption notices  
Date: August 2, 2016

**Annually Waukesha County sets a special levy for library services. The funds are distributed to libraries to compensate them for items borrowed by non-residents of their communities. State law (ss. 43.64(2) Wisc. Statutes) provides that communities with libraries may avoid double taxation and exempt themselves from this special levy if they meet certain conditions:**

- Exempting library communities must levy and expend an amount equal to or greater than the mill rate set by Waukesha County in the preceding year with the exception of joint libraries whose participating municipalities have an alternate option for exempting which is to levy and expend an amount not less than the average of the previous 3 years (ss.43.64 (2)(c)).
- Exempting library communities are required to provide written notification to the county annually.
- The County Code requires that the notification be from the **local governing body** rather than from the clerk alone.
- The Code also requires a deadline date of September 30 so that the County Executive Budget available to supervisors and the general public can properly reflect the county library taxation levels in the Adopted Budget in November.
- For 2017 tax purposes, exempting communities must also have a library that meets or exceeds minimum county standards as certified by the library board. (The libraries have already received their standards certification letters.)

If you would like to exempt your community from the Waukesha County library tax, the form (on page 2), **Notice of Exemption from Waukesha County Library Levy 2016 Tax for 2017 Purposes** must be approved by the Municipality's governing body, signed, and returned to Bridges Library System no later than September 30, 2016. Also include a copy of your adopted municipal ordinance or resolution certifying that your library appropriation meets or exceeds the requirements. Email submission is acceptable as long as the form includes the actual signature.

Thank you for providing library services to our citizens. Strong libraries build strong communities and your commitment to financially support your library is important and valued!

**Notice of Exemption from Waukesha County Library Levy  
2016 Tax for 2017 Purposes**

**Name of Community:**

**Name of library:**

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We recognize that, pursuant to ss 43.64 Wisconsin Statutes, to obtain an exemption from the 2016 county library levy for 2017 purposes, the municipality must certify that during budget year 2017, its library will be provided and be allowed to expend no less than the county library tax rate in the prior year, \$0.283021 per \$1,000 Equalized Value.

In the case of joint library, an alternate exemption option exists pursuant to ss 43.64 (2) (c). Under this language, each participating municipality in the joint library has the option to certify that during its budget year 2017, the library will be provided and allowed to expend no less than the average of the funding levels of the previous 3 years.

We further recognize that, pursuant to state law, listed funding must be only from municipal sources, not the entire library budget. Reported amounts must exclude fines, fees, and other revenues. Capital expenditures are excluded as well.

I am authorized to certify that the governing body of the municipality has enacted an ordinance or resolution pledging that it will appropriate and allow the library to expend no less than a rate of **\$0.283021 per \$1,000 of the actual state Equalized Value amount for the community that is published by the state on or about August 15, 2016** or, in the case of a joint library whose municipality may choose this option, that the participating municipality will appropriate and allow the library to expend no less than the average of the funding levels of the previous 3 years.

The community meets its requirement stated above and is therefore eligible for exemption from the 2017 Waukesha County library levy.

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**Name and Title of Person filling out this form:**

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**Signature**

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**Date**

**This form, along with a copy of the municipal resolution/ordinance, must be filed no later than September 30, 2016.**

Send to:  
Bridges Library System  
741 N. Grand Avenue, Suite 210  
Waukesha, WI 53186  
Or email to [cmeyer@bridgeslibrarysystem.org](mailto:cmeyer@bridgeslibrarysystem.org)



N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
FAX (262) 246-5222  
Email: [info@villagesussex.org](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://www.villagesussex.org)

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## MEMORANDUM

To: Finance & Personnel Committee  
From: Melissa Weiss, Assistant Administrator  
Date: August 16, 2016  
**Re: Recommended Insurance Broker**

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The Village has been working with Willis Public Sector Practice since 2013 for employee benefits brokerage services. Last month I was notified by Willis that they were no longer doing business with clients of our size as a result of a merger and we would now be represented by Digital Insurance brokerage for the remainder of the 2016 year.

Digital Insurance is not licensed to do business with all the major health insurance companies in the state of Wisconsin. This prompts a need to hire a new broker to complete the 2017 health insurance contract to guarantee that the Village receives competitive bids/rates for health insurance.

As such, we let an RFP and received 4 responses. From that group of 4, a group of staff members (Jeremy Smith, Melissa Weiss and Donna Evers) worked together to select a recommended candidate. Staff is recommending the Village contract with the Horton Group.

The Horton Group has an extremely strong reputation among public sector clients in Wisconsin. They will help the Village control benefit costs, reduce internal work and help educate employees on the value of their benefits. In addition they offer a number of resources to the Village for benefits financial forecasting, legal resources and wellness programs.

The Horton Group is paid for this service through commission from the insurance companies the Village contracts with, as is common practice in the industry.

Their references from municipal clients of similar size to Sussex were outstanding.